

**TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
OCTOBER 19, 2015**

CALL The regular meeting of the Board of Trustees of the Town of Bow Mar was called for Monday, October 19, 2015, Mayor Rick Pilgrim presiding. The meeting was held at Columbine Valley Town Hall, No. 2 Middlefield Road, Columbine Valley, CO 80123. A quorum was declared present at 7:04 p.m.

PRESENT	Mayor	Rick Pilgrim
	Trustees	Merle McKittrick
		Gary Guilford
		Carrie McLaughlin
		Anne Justen
		Jane Carlson - absent
		Marsha Dennis
	Attorney	Jack Reutzel
	Clerk/Treasurer	Karen Reutzel
	Police Chief	Chief Bret Cottrell
	BMOI Rep.	Chris Murdy
	Public	None

Senator Linda Newell attended the meeting in recognition of Conflict Resolution Month, a cause she has advocated for several years. Several years ago, the Board of Trustees declared October to be Conflict Resolution month in Bow Mar in perpetuity. The program advocates alternatives to court to resolve disputes. Senator Newell did say that Bow Mar is one of the more peaceful neighborhoods she represents and that says a lot about the community. She updated the Board on the legislative session starting in January. She asked the Board if they had any issues that she could help with, and Mayor Pilgrim described the Town's desire to annex Mary's Meadow and Denver's reluctance to do a boundary exchange with Jefferson County so this could occur. County boundary exchanges are limited under state statute, and Denver has suggested that the Town might want to try a legislative approach. Senator Newell asked the Mayor to send her an email so she could look into the issue further.

Public Comment - None

Public Hearing - Public Hearing Regarding Draft Comprehensive Plan for the Town of Bow Mar

Mayor Pilgrim opened the session by commenting that the Town has a terrific draft Comprehensive Plan to consider for adoption. Ann Pitinga was in attendance for the Community Matters consulting team. No members of the public attended to comment on the Plan. Commissioner Anne Justen commented that she read the introduction of the

plan and noted all of the research and data gathering that was performed by the consultants, but the results of the research are not included in the Plan. She thinks the results should be included. The committee that was formed to do a detailed review of the Plan had previously recommended that those details be included in appendices. Mayor Pilgrim commented that the research input obtained has been used to form the development of goals, principals and policies in the Plan. The Plan is the distilling of the research, and as such it is the product of the Trustees from the several inputs that were received. Ms. Pitinga commented that neither approach is wrong and that each represents two different philosophical approaches, and which to follow is a policy maker decision, not CMI's. It was determined that publishing the summary of the survey results (which is contained as an appendix to the Plan) on the website would satisfy Commissioner Justen's concerns. Commissioner Carrie McLaughlin asked that the reference to weeding of Town garden beds by volunteers be deleted because volunteers have not maintained the Town garden beds for many years. Town Clerk Karen Reutzel commented that she emailed a link to the Plan to adjacent jurisdictions so they could review and comment if they had interest. Only Arapahoe County Public Works has responded so far and they had no comment. Mayor Pilgrim closed the Public Hearing and said that further discussion of details could occur later in the meeting. Mayor Pilgrim thanked CMI again for a terrific product. The Board will consider adoption of the Comprehensive Plan at its November meeting.

Public Hearing - Public Hearing and Possible Board Action Regarding Ordinance No. 303 to Rezone a 33-Acre Parcel of Land otherwise known as the "Historic King Farm" from Recreation District to Agricultural District.

Clerk Reutzel read the title of the ordinance into the record and noted that the Notice of Public Hearing was properly published and posted. A motion was made and seconded to adopt Ordinance 303. The property owners' representative Bill Goug r explained that the current zoning of Recreation District was a default district assigned when the property was initially annexed into Bow Mar. He thanked the Town for working with the owners to create a more appropriate zone district for the property, which the owners intend to operate as a farm. He reported they produced 16 tons of high quality hay on the property this year due to all the rain. The cows, which have been grazing on the property over the summer, went home today and want to come back next year. Mr. Goug r noted that although the Agricultural zone district provides that two more homes could be built on the 33-acre parcel, the owners have no near term plans to do so. Clerk Reutzel noted that the applicant was interested in adding a provision to the Ordinance specifying that the term "Common Ownership" in the zone district included the heirs of the owners, in addition to their children. There was no public comment. The motion to approve was amended to add the requested language. There was no further comment from the Trustees. Ordinance 303, as amended, was adopted by roll call vote (5-0-1 Carlson absent).

Carson -	Absent	Justen -	Yes
Dennis -	Yes	McKittrick -	Yes

Guilford - Yes

McLaughlin - Yes

First Reading - First Reading of Two Variance Requests at 5001 Bow Mar Drive (Gunning): a 2-foot variance to the south side setback and a 1-foot variance to the front (east) setback, for construction of an additional garage bay. The applicant explained that last year they applied for variances to build a larger two-car garage, which application was withdrawn before a final vote, but are now returning with a scaled down request to permit the construction of a one-car garage. The applicant said the extra garage bay is necessary because the home has no basement and a variance is needed because the existing home is sited close to the front and south side setbacks. They staggered the third garage bay as specified by the ACC guidelines. The neighbor to the south has signed off on the request. The roofline will be the same as the existing house (16'6") and will use the same materials. No height variance is required because the resulting total height will comply with the Town code. The variance will be set for Public Hearing in November after posting and publication of notice in the Bulletin.

Consent Agenda – The Minutes of the Regular Meeting on September 21, 2015 were approved unanimously by motion. (Guilford/Dennis/Unanimous). The Treasurer's Report and payments made in September were approved unanimously by motion. (McLaughlin/Guilford/Unanimous).

Commissioner Reports

Public Safety - Public Safety Commissioner Gary Guilford and Police Chief Bret Cottrell reported that 73 summonses were issued in September, with 13 in Bow Mar, 3 arrests and 21 Bow Mar calls for service. The Board asked about a "shots fired" call on the monthly report, which Chief Cottrell explained was a drunk man who shot a gun out of his car window just outside the Sheridan traffic circle in Denver. Denver police responded. The police are keeping their eye out for a mangy coyote that has been hanging around the neighborhood and become a nuisance. A new policer officer has been hired who will be starting soon, a female officer formerly with Denver Police.

Finance – Finance Commissioner Marsha Dennis reported that at the close of September, the Town has received the anticipated property tax and road mill levy revenues based on assessed valuations. Miscellaneous taxes and fees will continue to be received but they are not significant amounts. As of September 30th, the total revenues were 99% of the year-to-date budgeted amount while expenditures were at 55%. General government expense was at 79% of budget, public safety 74%, parks and rec 70% and public works 28%. Public works is below budget because invoices for the mill levy road repairs were not processed as of September 30th. The total year-to-date operating surplus of \$269,762 and the net non-recurring income (building and road fees less expense) of \$104,394 result in a total year-to-date surplus of \$374,157. The September financial statements were approved unanimously by motion. (Guilford/McKittrick/Unanimous).

Building – Building Commissioner Jane Carlson was absent but submitted a report. The last month was fairly quiet in the Building department with permits issued for just a few small projects.

Parks & Recreation – Parks & Rec. Commissioner Carrie McLaughlin reported that maintenance activities are winding down for the year. She noted that there are several electrical issues at the Sheridan traffic circle. The main light pole is not working and Xcel will be called to repair that first because it drives all of the electricity at the circle. Then the lighting will need to be repaired and/or replaced as needed.

Public Works - Public Works Commissioner Merle McKittrick reported that the repainting of street signs has been concluded and numerous refurbished signs were put up this past week. He surveyed the road markings throughout Town and prepared a blanket list of all markings that need to be repainted. He noted that only the higher traffic streets have painted stop bars at the intersections. He asked the Board to approve an expense of \$4,427.00 to repaint the road markings throughout Town, which the Board approved unanimously by motion. (McLaughlin/Dennis/Unanimous).

He reported that Bowman Colorado was retained to manage the capital repaving project and do third party testing of the newly repaved roads. Their bid was \$12,360, which was determined to be reasonable by industry standards. He said they did a good job. He further commented that Metro Pavers did an excellent job and the neighbors seemed pleased. He noted that 13 reflectors are missing throughout Town. The reflectors mark where the culverts are, primarily for snow plowing, and they mark the T-intersections. He said we should budget \$2,000 in 2016 for replacement of missing reflectors. Merle was thanked for his hard work on the road-paving project this year.

Intergovernmental – Intergovernmental Commissioner Anne Justen reported that the October DRCOG meeting will be later in the month so she has no report. Mayor Pilgrim asked her to research how much of the Town's trash is recycled. There was a report in the newspaper that Denver's recycling rate is only 17%. Republic Services has not responded, but she estimates 20% based on personal observation. She has no further report on Columbine Square. She noted that the Bow Mar Water and Sanitation District has an item on the ballot requesting approval of increased taxes/fees. She was previously unaware of this, as was the rest of the Board, and would like to encourage better communication from BMWSD. Commissioner Dennis noted that a mailing went out to Jefferson County residents. Clerk Reutzel noted that there would be information on the ballot issue on the TABOR notice (blue pamphlet) that is sent out to all voters from the counties. It was discussed that BMWSD does have a website and they post notice of their meetings at the tennis courts and on-line.

Clerk Comments – Town Clerk Karen Reutzel reported the next Regular Meeting of the Board would be held on November 16, 2015. She attended the CML Legislative Policy Committee last Friday as the Town's delegate.

Attorney Comments - Town Attorney Jack Reutzel said he expected the Bridal Path would be deeded to the Town by the end of the year.

Mayor's Report – Mayor Pilgrim reported he attended the Monday Club meeting earlier that day. He updated the Club on what is going on with the Town Board. A Club member asked about staggered terms for Trustees and he suggested the Trustees think about addressing that issue by a ballot question in a future election. Currently, the Mayor and Trustees serve two-year terms and everyone is up for re-election at the same time, which can create a lot of Board turnover at one time. Staggered terms would require the terms to be expanded to four years.

BMOI Report – BMOI President Chris Murdy updated the Board on the latest BMOI issues. He mentioned that the Driscoll family is ready to order a memorial bench in honor of Gayle Driscoll. Donations for the bench have been made to the Bow Mar Foundation. Clerk Reutzel will coordinate payment. Mayor Pilgrim asked whether there might be a spot in the new Clubhouse to display the portraits of all of the Bow Mar Mayors that resident Bob Olsen has painted over the years. Mr. Murdy said there are long walls planned that can be used for displaying historical items of the Town and there will be a call for residents to contribute historical items they may have for possible display. Mayor Pilgrim suggested that perhaps the Bow Mar Foundation could assist with funding for the effort.

Old Business:

Discussion and Possible Board Action Regarding Capital Road Improvement Plan Expenditures – Commissioner McKittrick had no 2016 capital road expenditures to discuss. Current road expenditures were covered earlier in the meeting.

Discussion Regarding 2016 Town Budget – Commissioner Dennis presented the first draft of the 2016 Budget and a few discussions and revisions were made. General government expenses are tentative until administrative changes are better solidified. The Budget will be introduced at the November meeting and set for Public Hearing and adoption in December. The proposed Budget will be posted on the website for public review prior to the November meeting. Clerk Reutzel said Finance Commissioner Dennis, the Town accountant and she confer in the coming month to determine whether or not the Board needs to amend the 2015 Budget, because a budget amendment will also need to be introduced in November.

New Business:

Discussion and Possible Board Action to Approve Engagement Letter with Logan & Associates to Perform 2015 Audit of Town Finances. The Board unanimously approved by motion the engagement of Logan & Associates to perform the 2015 audits of the Town and the Bow Mar Foundation. The auditor's fees have remained the same for the last three years.

Continuation of Comprehensive Plan Discussion. Commissioner Anne Justen made a proposal to add research results to the Plan in a more detailed fashion. The Board discussed breaking out the survey result graphs and publishing that document separately on the website. This document would just include the results of the survey without interpretation, which can be subjective. Commissioner Justen suggested that her concerns would further be allayed if a sentence were added indicating that all of the research gathered was used to guide the overall plan. She will draft a short sentence for consideration.

Discussion and Possible Board Action to Approve Proposal from Vegetation Management for 2016 Weed Control Services – The Board unanimously approved by motion a proposal from VMI to perform weed control services on Town property in 2016 for \$8,475. Commissioner McLaughlin hopes to have estimates to repair the electrical and lighting at the traffic circles at the November meeting.

Status and Discussion of Replacement of Town Administrative Positions:

Update on Options for Town Administrator/Clerk position – Mayor Pilgrim asked the Board to review the job description that was sent out for this position and provide comment. He noted that a couple of individuals have expressed interest in the position. He also noted that he and Clerk Reutzel had recently met with the Columbine Valley Mayor, Town Administrator and Town Attorney about the potential for entering into an intergovernmental agreement with Columbine Valley to provide some administrative services. The advantage would be a physical office with regular office hours, professional administration and economies of scale for both communities. The Columbine Valley Board will be discussing the issue at their meeting the next evening. Commissioner McLaughlin expressed concern about overlapping too closely with Columbine Valley.

Update on Search for Town Attorney – Mayor Pilgrim reported that he and Town Attorney Reutzel would be generating a proposal for Town Attorney to send out to several municipal law firms. He is anticipating a monthly fee plus billing of extraordinary services at agreed-upon rates.

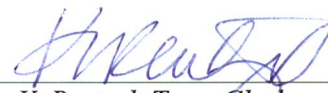
Arapahoe County Multi-Hazard Mitigation Plan – Clerk Reutzel explained that Arapahoe County is asking all jurisdictions within the County to adopt their updated hazard mitigation plan, which is intended to create a unified response to natural disasters or other emergencies the County might face. The Plan was developed using input from the various jurisdictions. The Plan shows specific goals for Bow Mar based on responses to a survey the County sent out to the Town. Mayor Pilgrim and Commissioner McKittrick will review the Plan to ensure that the goals are appropriate for the Town prior to potential adoption. The matter was tabled until the November 16 meeting.

Adjournment - There being no further business the meeting was adjourned at 9:18 p.m. (Guilford/McKittrick/Guilford/Unanimous). The next Regular Meeting is scheduled for

November 16, 2015 at No. 2 Middlefield Road, Columbine Valley, CO. The meeting will begin at 7:00 p.m.



Richard D. Pilgrim, Mayor



Karen V. Reutzel, Town Clerk